Welcome to the Office Practicum eLearning Center! This guide will help you navigate throughout the system, easily access your eLearning with an Enrollment Key, and track your progress.

To begin, navigate to the eLearning homepage with the Enrollment Key you were given. You must fill in all required fields, designated with a star, in order to create an account. Your email address will be the username you will use to log in to the eLearning Center in the future.

After you create an account, you will login to https://connexin.myabsorb.com with your created username and password. If you forget your password, click the **Forgot Password** link, and follow the directions to have a temporary password sent to the email address you enrolled with.
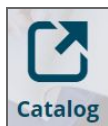
This guide will show you how to enroll in your Courses. For more information on navigating through the home page and your courses, please see the Learner Quick Reference Guide for Absorb eLearning.
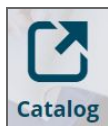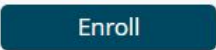
Getting Started with your eLearning

Once you log into the eLearning Center, you will be brought to the homepage. You will need to self-enroll in the courses that are particular to your role in the office (e.g., Front Desk, Nurse, Provider, Biller). To enroll in those courses, you can click Catalog. *Note: Normally courses will load under My Courses and the Catalog within a few minutes. Please allow up to 2 hours for your courses to fully load based on internet traffic.*

Enroll in Your Core Curriculum from the Catalog

When you first log in to the eLearning, please enroll in the **Core Curriculum** related to your role.

1. Click the **Catalog** tile on your homepage. *The catalog displays all the courses that are available to you, and the courses you are already enrolled in*.

2. Click the **Enroll** button next to the course you want to enroll in. You may enroll in as many core curricula as is needed for your role in the office.